Aggregate File Creation Parameters for

State Reporting and Records Transfer System

File: Professional Assignment Information Form (PAIF)

For reporting year 2004

Version 5.1.1

California Department of Education

September 30, 2004

Table of Contents

Revision History

Name	Date	Reason For Changes	Version
Karl Scheff	2004.09.30	Authorized Teaching Area, page 17, A62.ELD Removed code '59' from Additional Critieria	5.1.1
Karl Scheff	2004.08.03	Teaching Credential – added a leading zero to all the 1 – 7 codes. Section Selection Criteria: PAIF SelectStaffDetail – • Deleted reference to "staff with no students" and "students with no staff." • References to STAF DE GN in linking section has been changed to "STAF DE AS" . • Changed any references to SIF to "PAIF." • INST MS CR and COUR AC TA Criteria added:"….with the exception of team teaching and shared assignments" to the end of the sentence. • Added COUR AC TA 08.03 Institution ID Use only those records that match the Institution ID of the PAIF being generated. Enrollment in Class: deleted any references to classroom. Section Selection Criteria: PAIF-Select Staff Detail -- Deleted "Count each student only once per class, even when multiple course enrollment records are submitted for the same student, course, and section combination."	5.1
Karl Scheff	2004.06.18	Updated for 2004-05	5.0

Details of Changes between 2003-2004 (v 4.0.7) and 2004-2005 (v 5.1)

Section	Change(s)

2. Required CSIS Data Elements and Valid Codes	• Updated -
	   ○ Updated reference to 5.x documents
	   ○ 08.05.03 CBEDS Assignment Code from INST MS CR record to INST MS SC record
	   ○ Updated code set for STAF DE CR 13.10 Authorized Teaching Area and made all codes valid
	   ○ Updated code set for STAF DE CR 13.11 Credential Type and made all codes valid
	• Deleted -
	   ○ All reference to COUR IN NULL data elements
	   ○ INST MS SC 15.11 Classroom
	• Added the following elements/valid codes:
	   ○ COUR AC TA 08.03 Institution ID Number
	   ○ COUR AC TA 08.05.17 Course Type
	   ○ STAF DE GN 13.00.01 Staff Name – Former First
	   ○ STAF DE GN 13.00.02 Staff Name – Former Last
	   ○ STAF DE GN 13.00.03 Staff Name – Former Middle
	   ○ STAF DE CR 13.12.01 Credential Document Number
	   ○ INST MS SC 08.05.03 CBEDS Assignment Code
	   ○ INST MS SC 13.22 Highly Qualified Teacher
	   ○ INST MS SC 15.08 UC/CSU Approved Course
	   ○ INST MS SC 15.13 NCLB Core Course

3. File: CBEDS - Professional Assignment Information Form – General	• Updated year references and CBEDS Information Day
	• Added *Definitions Used in This Document*
	   ○ Added "Additional Credential Information"
	   ○ Added "Year of Submission" definition
	• *Section Selection Criteria* Section:
	   ○ Removed "Assumptions"
	   ○ Added explanation of record A, B, and C
	• *Element Definition* Section:
	   ○ Added code "7" to "Full Credential" in "Teaching Credential" section
	   ○ Rewrote criteria for "Authorized Teaching Area" for ELD, SDAIE, and Bilingual to reflect new coding scheme
	• Added "Additional Credential Information" from STAF DE GN.

Section	Change(s)

4. CBEDS - Professional Assignment Information Form – Enrollment Detail	• Renamed section
	• *Section Selection Criteria* Section
	   ○ Renamed Section Selection Criteria name to PAIF-SelectEnrollDetail
	   ○ Reworded introduction
	   ○ Made changes to linking of records; deleted COUR IN NULL in criteria
	   ○ Made changes to linking of records; deleted COUR IN NULL in criteria
	   ○ Modified Section Selection Statement to remove INST MS SC 15.11 Class room and STAF DE AS 12.09.01 Staff Assignment, STAF DE AS 13.01 Locally Assigned Staff ID references
	   ○ Added COUR AC TA 08.05.17 Course type Criteria: PAIF-SelectEnrollDetail
	• *Element Definitions* Section
	   ○ Deleted Percentage of Time Per Assignment element definition
	   ○ Deleted Class Room element definition
	   ○ Added NCLB Core Course and NCLB Highly Qualified Teacher element definitions
	   ○ Added Student Assignment Code element definition
	• In RECORD IDENTIFIER section changed "03" to "Year of Submission"
	• Changed All references to PAIF-SelectStaffDetail to PAIF-SelectEnrollDetail in this section
	• Deleted all references to pupil services or administrative assignments and classroom assignments without teacher

5. CBEDS - Professional Assignment Information Form – Staff Assign Detail	• Added this section
6. Attachment A - PAIF Staff General Record Layout	• Changed section number to 6 • Added new extract elements 68. CRED_LAST_NAME, 69. CRED_FIRST_NAME, 70. CRED_MI, and 71. CRED_DOC_NUM • Changed record length to accommodate new elements
7. Attachment B - PAIF Enrollment Detail Record Layout	• Changed section number to 7 and renamed section • Added explanatory language specifying the relationship between PAIF B and PAIF A records • Deleted element #12 Class and renumbered remaining element and start and end locations • Added new elements 18. NCLB_CORE, 19. NCLB_HQT, and 20. STU_ASN_CODE

Section	Change(s)
	• Changed record length to accommodate new elements
7. Attachment C - PAIF Staff Assign Detail Record Layout	Added this section

1.   Introduction

Purpose
This **Aggregate File Creation Parameters** is intended to provide a clear set of rules and specifications for creating the CDE required aggregate file *Professional Assignment Information Form (PAIF)* from records submitted by Local Education Agencies (LEAs). This document is under very strict version control and is to be updated and released simultaneously with new releases of the CSIS Data Dictionary, Code Tables, Validation Tables and File Formats.

This document is created and maintained by California Department of Education, Education Demographics Office.

Document Conventions
The title page and header of this document contain a version number in the form X.Y.Z where:
>   X is the version number in sequence 1 through N
>   Y is the revision number in sequence .1 through .N
>   Z is the errata correction number in sequence .1 through N

The version number of the document correlates directly to the school year that the document will be implemented in CSIS production systems. School year 2004-2005 is represented by version 5.Y.Z. In this example, the first *published* version of the document would be numbered 5.0.
Each new version represents substantial change to the document and will be serially numbered to the right of the first decimal.

Minor revisions (that is, format or spelling) will retain the version and revision number and only increment the correction number to the right of the second decimal (for example 5.0.1, 5.1.1, 5.1.2,…).

Intended Audience and Reading Suggestions
The primary audience intended to read this document are the technical staff responsible for transitioning the CDE paper based aggregate reporting system to the new State Reporting and Records Transfer System (SRRTS). These are the CDE Program technicians and the programming staff writing the aggregation routines. The software quality assurance staff should also use this document to create test plans.

Readers should first familiarize themselves with the SRRTS System Architecture, SRRTS System Requirements Specification, SRRTS State Reporting Subsystem Architecture and Transmission File Formats prior to reading this document. The reader should be thoroughly familiar with the CSIS Data Dictionary and Code before reading this document.

References

All of the other documents referenced by this document can be found on the CSIS web site, in the document library. The web site address is http://www.csis.k12.ca.us/library/index.html. The following documents stored there will assist the reader in gaining a full understanding of the requirements and specifications for SRRTS:

- CSIS Program Charter
- SRRTS Project Charter
- Use Cases for SRRTS
- SRRTS System Architecture
- CSIS Program Glossary

The following documents are specifically referenced by each of the form/file aggregate definitions included in this document. These reference documents explain the actual content and source of information for the aggregations defined here.

- CSIS Data Dictionary
- CSIS Data Dictionary Code Tables
- File Transmission Formats

2. Required CSIS Data Elements and Valid Codes

The following table contains all CSIS data elements (from *CSIS Data Dictionary version 5.X)* and related File formats (from *CSIS File Transmission Formats 2004-2005*) that are used in the creation of the CDE data elements specified in this document. Also included are valid codes for these CSIS data elements where codes are defined either in the *CSIS Data Dictionary version 5.X* or the *CSIS Data Dictionary Code Tables version 5.X*. The codes that are included are only those that are valid for creating CDE data elements in this document and may be a subset of all codes listed in the CSIS reference materials.

File Format	ID	Name	Codes Valid for this Aggregation Rule Set
DEMO GN NULL	01.02	CSIS Student ID	
DEMO GN NULL	02.01	Student Gender	F-Female; M-Male

File Format	ID	Name	Codes Valid for this Aggregation Rule Set		
ENRA SE NULL	01.02	CSIS Student ID			
ENRA SE NULL	05.03.03	School Of Enrollment ID Number			
ENRA SE NULL	05.04	Grade Level	KN- Kindergarten 01-First Grade 02-Second Grade 03-Third Grade 04-Fourth Grade 05-Fifth Grade	06-Sixth Grade 07-Seventh Grade 08-Eighth Grade 09-Ninth Grade 10-Tenth Grade	11-Eleventh grade 12-Twelfth Grade UE-Ungraded Elementary (K-8) US-Ungraded Secondary (9-12) AD-Adults in K-12 programs

File Format	ID	Name	Codes Valid for this Aggregation Rule Set
COUR AC TA	01.02	CSIS Student ID	
COUR AC TA	08.05.01	Locally Assigned Course Number	
COUR AC TA	08.05.02	Course Section Number	
COUR AC TA	08.05.11	Date Student first enrolled in course	
COUR AC TA	08.05.12	Date Student Last enrolled in course	
COUR AC TA	08.05.17	Course Type	Code 30 and 33 will used to exclude ROP students from S*ection Selection Criteria* "PAIF-SelectEnrollDetail"
COUR AC TA	08.03	Institution ID Number	

File Format	ID	Name	Codes Valid for this Aggregation Rule Set
STAF DE GN	14.03	Institution ID	
STAF DE GN	12.01	Locally Assigned Staff ID	
STAF DE GN	12.02	Staff Name - First	
STAF DE GN	12.03	Staff Name - Middle	
STAF DE GN	12.04	Staff Name - Surname	
STAF DE GN	13.00.01	Staff name - former first	
STAF DE GN	13.00.02	Staff name - former Last	
STAF DE GN	13.00.03	Staff name - former Middle	

File Format	ID	Name	Codes Valid for this Aggregation Rule Set
STAF DE GN	13.01	Staff Birth Year	
STAF DE GN	13.05	Staff Education Level	**1-D**octorate **2-**Master's degree plus 30 or more semester hours **3-**Master's degree **4-**Bacheor's degree plus 30 or more semester hours **5-**Bachelor's degree **6-**Less than bachelor's degree
STAF DE GN	13.07	Gender of Staff	F-Female; M-Male
STAF DE GN	13.13	Staff hire date	
STAF DE GN	13.16	Staff exit date	
STAF DE GN	13.17	Staff Position Status	**1-**Tenured **2-**Probationary **3-**Long term substitute or temporary employee **4-**Other
STAF DE GN	13.20	Total Years of Educational Service	
STAF DE GN	13.21	Total Years in This District	

File Format	ID	Name	Codes Valid for this Aggregation Rule Set		
STAF DE AS	14.03	Institution ID			
STAF DE AS	12.01	Locally Assigned Staff ID			
STAF DE AS	13.09.01	Staff Assignment	See Appendix Q from *CSIS Data Dictionary Code Tables*		
STAF DE AS	13.09.02	Percentage of time per assignment Full Time Equivalent (FTE)			
STAF DE AS	13.03	Job Classification	CBEDS Certificated (K-12): 10-Administrator 11-Pupil service 12-Teacher	25-Non-certificated administrator (assistant or deputy superintendent or higher if the district governing board has waived certification requirements)	Title VI: 40-Administrator 41-Teacher Migrant Education: 50-Administrator 51-Teacher 56-Counselor

File Format	ID	Name	Codes Valid for this Aggregation Rule Set
STAF DE ET	12.01	Locally Assigned Staff ID	

File Format	ID	Name	Codes Valid for this Aggregation Rule Set
STAF DE ET	13.08	Staff Race/Ethnicity	100 American Indian or Alaska Native 201 Chinese 202 Japanese 203 Korean 204 Vietnamese 205 Asian Indian 206 Laotian 207 Cambodian 299 Other Asian 301 Hawaiian 302 Guamanian 303 Samoan 304 Tahitian 399 Other Pacific Islander 400 Filipino 500 Hispanic or Latino 600 Black or African American (Not Hispanic) 700 White (Not Hispanic)

File Format	ID	Name	Codes Valid for this Aggregation Rule Set
STAF DE CR	12.01	Locally Assigned Staff ID	
STAF DE CR	13.10	Authorized Teaching Area	See Appendix R from *CSIS Data Dictionary Code Tables*
STAF DE CR	13.11	Credential Type	**01-**Full Credential **02-**University Internship **03-**District Internship **04-**Pre-intern **05-**Emergency Permit *(in current assignment)* **06-**Waiver *(in current assignment)* **07-**Ryan Credential with EL
STAF DE CR	13.12.01	Credential Document Number	

File Format	ID	Name	Codes Valid for this Aggregation Rule Set
INST MS SC	12.01	Locally Assigned Staff ID	
INST MS SC	15.02	Local Course Identification Number	
INST MS SC	15.03	Course Section Number	
INST MS SC	15.07	Class Period	
INST MS SC	15.12	Multiple Teacher Status	01-Team teaching: Two or more teachers providing instruction to the class during the entire class session. 02-Job sharing: Two or more teachers providing instruction to the class on an alternating basis, and not at the same time
INST MS SC	08.05.03	CBEDS Assignment Code	See Appendix J of *CSIS Data Dictionary Code Tables*
INST MS SC	15.08	UC/CSU Approved Course	A-History / Social Science B-English C-Mathematics D-Laboratory Science E-Foreign Language F-Visual and Performing Arts G-College Preparatory Elective GA-History/Social Science Elective GB-English Elective GC-Mathematics Elective GD-Laboratory Science Elective GE-Foreign Language Elective GF-Visual and Performing Arts Elective GO-Other Elective

File Format	ID	Name	Codes Valid for this Aggregation Rule Set
INST MS SC	15.13	NCLB Core Course	Y-Yes, N-No
INST MS SC	13.22	Highly Qualified Teacher	**H** Yes – Demonstrated compliance through the district-administered High Objective Uniform State System of Evaluation (HOUSSE) **Y** Yes – Established compliance through means other than the HOUSSE **N** No

3.   File: CBEDS - Professional Assignment Information – General

Description

Physical File Name: PAIF A -General

Description: This section of the PAIF collects data on the age, assignment, credential types, teaching authorizations, and other general demographic information about certificated staff employed by California public school districts.

Related hard copy form:
Form name: Professional Assignment Information Form (Scranton pages 1 and 4)
Form date: October 2004

Definitions used in this document:

"**CBEDS Information Day**" is defined, as Wednesday, October 6, 2004 (first Wednesday in October)

"**Prior year CBEDS Information Day**" is defined as Wednesday, October 1, 2003 (first Wednesday in October)

"**Following Year**" is defined as 2005

"**Information Day Year**" is defined as *2004*

"**School Year**" is defined as July 1 to June 30

"**Year of Submission**" is defined as "04"

Section Selection Criteria

Each named *Section Selection Criteria* is used in one or more of the following *Field Definitions.*

If a teacher is teaching at multiple sites, the site where the majority of the time is spent should be chosen for the PAIF-A record. "Only one PAIF A record per staff, but multiple PAIF B & C records per staff can exist with different school codes to reflect the actual assignments of the individual."

Section Selection Criteria: PAIF-SelectStaff

These are certificated staff (and staff in other select classifications defined as below) who were employed on CBEDS Information Day. Within a district, there will be one record created for each staff member who meets the criteria and the record will contain the district code, school code, name, age, credential types, teaching authorizations, and other general demographic information about the staff member.

This section defines those elements that are used to describe a unique set of attributes for each PAIF-A record to be generated. Each element is defined as to its source (what CSIS record format it comes from) and how it is used. Some elements are used to define uniqueness while others are used to join together the records in which they are found.

Unique Elements List: Generate one PAIF-A record for each unique set of these elements.

File Format	ID	Name	Criteria
STAF DE GN	14.03	Institution ID	KEY (use only the first 7 digits to determine uniqueness)
STAF DE GN	12.01	Locally Assigned Staff ID	KEY

Record Links: Join the following records together using the following Elements.

STAF DE GN, STAF DE ET, STAF DE AS, STAF DE CR	14.03 12.01	Institution ID Locally Assigned Staff ID	When joining Staff records together, since the locally assigned staff id is unique within a district for an individual, use the CDNumber (first 7 digits of InstitutionID) along with the Locally Assigned Staff ID to join the records together. The 8th through 14th digits of the Institution ID on the STAF DE AS record indicate the exact school of the assignment and may not match the InstitutionID of the other staff records.

Select only those records that meet the following criteria after they have been joined:

STAF DE GN	13.13	Staff hire date	On or before "Information Day"
STAF DE GN	13.16	Staff exit date	On or after "Information Day" or be blank
STAF DE AS	13.03	Job Classification	= 10,11, 12, 25, 40, 41, 50, 51 or 56

Field Definitions

Record Identifiers

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
None	None	None	None
Action	See "Additional Criteria"		
Section Selection Criteria	None		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
				A.1 SOURCE	Submission Source	WRITE "PAIF"
				A.2 YEAR	Year of Submission	WRITE *Year of Submission*
				A.3 REC_TYPE	Record Type	WRITE "A"

County-District-School Code

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	14.03	Institution ID	None
Action	See "Additional Criteria"		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				A.4 CD_CODE	County and District Code	EXTRACT digits 1 through 7
1				A.5 SCH_CODE	School Code	EXTRACT digits 8 through 14

Last Name

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	12.04	Staff Name - Surname	None
Action	EXTRACT 12.04 Staff Name - Surname		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				A.6 LAST_NAME	Last Name	None

First Name

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	12.02	Staff Name - First	None
Action	EXTRACT 12.02 Staff name – First		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				A.7 FIRST_NAME	First Name	None

Middle Initial

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	12.03	Staff Name – Middle	None
Action	EXTRACT 1st letter of 12.03 Staff Name – Middle		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				A.8 M_I	Middle Initial	None

Staff Gender

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	13.07	Gender of Staff	None
Action	EXTRACT 13.07 Gender of Staff		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic		
Pg	Sec	Row	Col		Name	Additional Criteria
1				A.9 GENDER	Gender	None

Staff Birth Year

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	13.01	Staff Birth Year	None
Action	EXTRACT digits 3 and 4 of 13.01 Staff Birth Year		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic		
Pg	Sec	Row	Col		Name	Additional Criteria
1				A.10 BIRTH_YEAR	Staff Birth Year	None

Staff Education Level

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	13.05	Staff Education Level	None
Action	EXTRACT 13.05 Staff Education Level		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic		
Pg	Sec	Row	Col		Name	Additional Criteria
1				A.11 ED_LEVEL	Staff Education Level	None

Total Years Teaching

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	13.20	Total Years of Educational Service	None
Action	EXTRACT 13.20 Total Years of Educational Service		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				A.12 YRS_TEACH	Total Years Teaching	None

Years Teaching in District

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	13.21	Total Years in This District	None
Action	EXTRACT 13.21 Total Years in This District		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				A.13 YRS_DIST	Years Teaching in District	None

Race/ethnicity

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE ET	12.01	Locally Assigned Staff ID	Select all STAF-DE-ET records for a given 12.01 Locally Assigned Staff ID
STAF DE ET	13.08	Staff Race/Ethnicity	See *Additional Criteria*
Section Selection Criteria	PAIF-SelectStaff		
Action	WRITE "Y" IF meets "Criteria" and "Additional Criteria", ELSE WRITE "N"		

CDE Data Element(s) Populated

Source Form				Item # and		
Pg	Sec	Row	Col	Mnemonic	Name	Additional Criteria
1		1		A.14 IND	American Indian/Alaska native	IF any 13.08 Staff Race/Ethnicity = 100
1		2		A.15 CHIN	Asian-Chinese	IF any 13.08 Staff Race/Ethnicity = 201
1		3		A.16 JAPN	Asian-Japanese	IF any 13.08 Staff Race/Ethnicity = 202
1		4		A.17 KOR	Asian-Korean	IF any 13.08 Staff Race/Ethnicity = 203
1		5		A.18 VIET	Asian-Vietnamese	IF any 13.08 Staff Race/Ethnicity = 204
1		6		A.19 ASIANIND	Asian-Indian	IF any 13.08 Staff Race/Ethnicity = 205
1		7		A.20 LAO	Asian-Laotian	IF any 13.08 Staff Race/Ethnicity = 206
1		8		A.21 CAM	Asian-Cambodian	IF any 13.08 Staff Race/Ethnicity = 207
1		9		A.22 OTHASN	Asian-Other	IF any 13.08 Staff Race/Ethnicity = 299
1		10		A.23 HAW	Pacific Islander-Hawaiian	IF any 13.08 Staff Race/Ethnicity = 301
1		11		A.24 GUA	Pacific Islander-Guamanian	IF any 13.08 Staff Race/Ethnicity = 302
1		12		A.25 SAM	Pacific Islander-Samoan	IF any 13.08 Staff Race/Ethnicity = 303
1		13		A.26 OTHPAC	Pacific Islander-Other	IF any 13.08 Staff Race/Ethnicity = 399 or 304
1		14		A.27 FIL	Filipino	IF any 13.08 Staff Race/Ethnicity = 400
1		15		A.28 HISP	Hispanic	IF any 13.08 Staff Race/Ethnicity = 500
1		16		A.29 BLK	African American-not Hispanic	IF any 13.08 Staff Race/Ethnicity = 600
1		17		A.30 WHT	White-not Hispanic	IF any 13.08 Staff Race/Ethnicity = 700

Teach Over 100%

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
None	None	None	None
Action	WRITE blanks		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
4				A.31 OVER_100	Teach Over 100%	

Staff Position Status

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	13.17	Position Status	None
Action	IF 13.17 Position Status = 1 WRITE "T". IF 13.17 Position Status = 2 WRITE "P". IF 13.17 Position Status = 3 WRITE "L". IF 13.17 Position Status = 4 WRITE "O"		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
4				A.32 STATUS	Status	None

Full – Part Time Status

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
None	None	None	None
Action	WRITE blanks		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
4				A.33 F_P_TIME	Full or Part Time	

Percent of Full Time

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
None	None	None	None
Action	WRITE blanks		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
				A.34 PER_TIME	Percent of Full time (for Part time staff)	

Teaching Credential

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE CR	13.11	Credential Type	See *Additional Criteria*
Action	WRITE "Y" IF meets "Criteria and "Additional Criteria", ELSE WRITE "N"		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and		
Pg	Sec	Row	Col	Mnemonic	Name	Additional Criteria
4				A.35 FULL_CRED	Full Credential	IF any 13.11 Credential Type = 01 or 07
4				A.36 UNIV_INT	University Intern	IF any 13.11 Credential Type = 02
4				A.37 DIST_INT	District Intern	IF any 13.11 Credential Type = 03
4				A.38 PRE_INT	Pre-Intern	IF any 13.11 Credential Type = 04
4				A.39 EMERGENCY	Emergency	IF any 13.11 Credential Type = 05
4				A.40 WAIVER	Waiver of Credential	IF any 13.11 Credential Type = 06

Authorized Teaching Area

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE CR	13.10	Authorized Teaching Area	See *Additional Criteria*
Action		WRITE "Y" IF meets "Additional Criteria", ELSE WRITE "N"	
Section Selection Criteria		PAIF-SelectStaff	

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
4				A.41 ELEM	Elementary/Self-Contained Classroom	IF any 13.10 Authorized Teaching AreaType = 01
4				A.42 SEC	Secondary/Subject-Specific Classroom	IF any 13.10 Authorized Teaching AreaType = 10 through 25
4				A.43 GEN_SEC	General Secondary	IF any 13.10 Authorized Teaching AreaType = 10
4				A.44 AGRI	Agriculture	IF any 13.10 Authorized Teaching AreaType = 11
4				A.45 ART	Art	IF any 13.10 Authorized Teaching AreaType = 12
4				A.46 BUSINESS	Business	IF any 13.10 Authorized Teaching AreaType = 13
4				A.47 ENGLISH	English	IF any 13.10 Authorized Teaching AreaType = 14
4				A.48 FOR_LANG	Foreign Language	IF any 13.10 Authorized Teaching AreaType = 15
4				A.49 HEALTH	Health Science	IF any 13.10 Authorized Teaching AreaType = 16
4				A.50 HOME_ECON	Home Economics	IF any 13.10 Authorized Teaching AreaType = 17
4				A.51 IND_TECH	Industrial and Technology	IF any 13.10 Authorized Teaching AreaType = 18
4				A.52 LIFE_SCI	Life Science	IF any 13.10 Authorized Teaching AreaType = 19
4				A.53 MATH	Mathematics	IF any 13.10 Authorized Teaching AreaType = 20
4				A.54 MUSIC	Music	IF any 13.10 Authorized Teaching AreaType = 21
4				A.55 PHYS_ED	Physical Education	IF any 13.10 Authorized Teaching AreaType = 22
4				A.56 PHYS_SCI	Physical Science	IF any 13.10 Authorized Teaching AreaType = 23
4				A.57 SOC_SCI	Social Science	IF any 13.10 Authorized Teaching AreaType = 24
4				A.58 VOC	Vocational	IF any 13.10 Authorized Teaching AreaType = 25
4				A.59 SPEC_ED	Special Education Specialist	IF any 13.10 Authorized Teaching AreaType = 02
4				A.60 READING	Reading Specialist	IF any 13.10 Authorized Teaching AreaType = 03
4				A.61 BCC	Bilingual (BCC or BCLAD)	IF any 13.10 Authorized Teaching AreaType = 50 or 51 or 52 or 53
4				A.62 ELD	English Language Development (CLAD, LDS, or ESL)	IF any 13.10 Authorized Teaching AreaType = 50 or 51 or 52 or 53 or 54 or 55 or 56 or 57 or 58 or 60 or 61 or 62
4				A.63 SDAIE	Specially Designed Academic Instruction in English (SDAIE)	IF any 13.10 Authorized Teaching AreaType = 50 or 51 or 52 or 53 or 54 or 55 or 56 or 57 or 59 or 60 or 62
4				A.64 ADULT	Adult Education	IF any 13.10 Authorized Teaching AreaType = 07
4				A.65 SPEC_SUBJ	Special Designated Subjects	IF any 13.10 Authorized Teaching AreaType = 08

District Assigned ID Number

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	12.01	Locally Assigned Staff ID	None
Action	EXTRACT 12.01 Locally Assigned Staff ID		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
4				A. 66 DID	District Assigned I.D. Number	None

Process Method

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
None	None	None	None
Action	WRITE "C"		
Section Selection Criteria	None		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
				A.67 PROCESS_METHOD	Process Method	None

Additional Credential Information

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	13.00.01	Staff name - former first	None
STAF DE GN	13.00.02	Staff name - former Last	None
STAF DE GN	13.00.03	Staff name - former Middle	None
STAF DE CR	13.12.01	Credential Document Number	None
Action	EXTRACT		
	(Note: For STAF DE CR 13.12.01 Credential Document Number – Select the first non-empty 13.12.01 Credential Document Number to extract)		
Section Selection Criteria	PAIF-SelectStaff		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
4				A. 68 CRED_LAST_NAME	Credential Name last	None
				A. 69 CRED_FIRST_NAME	Credential Name first	None
				A. 70 CRED_MI	Credential Name MI	None
				A. 71 CRED_DOC_NUM	Credential Docment Number	None

4.   CBEDS - Professional Assignment Information – Enrollment Detail

Description

Physical File Name: PAIF B-Enrollment Detail

Description: This section of the PAIF collects certificated staff assignment, grade-level, and period, female and male enrollment counts, and other course related data.

Related Hard Copy Form:
       Form name: Professional Assignment Information Form (Scantron – pages 2 & 3))
       Form date: October 2004

Section Selection Criteria

In general these records contain information about teaching, administrative and pupil services assignments. This record will contain the district code, school code, assignment, and other descriptive information about the assignment including details about the assignments; grade-level, if the class meets UC/CSU requirements*, and enrollment where required*. General demographic information about the teacher is available in PAIF-A type records linked on locally assigned ID. There is one record created for each teacher and individual assignment.

* See *CSIS Reference File Formats* for a description of the file that contains CBEDS assignment codes and flags indicating if "enrollment" and "Meets UC/CSU Requirements" is required, prohibited or allowed.

Section Select Criteria: PAIF-SelectEnrollDetail

This section defines those elements that are used to describe a unique set of attributes for each PAIF-B record to be generated. Each element is defined as to its source (what CSIS record format it comes from) and how it is used. Some elements are used to define uniqueness while others are used to join together the records in which they are found. Count each student only once per class, even when multiple course enrollment records are submitted for the same student, course, and section combination.

Unique Elements List: Generate one PAIF-B record for each unique set of these elements. As described above (3 types of records), this should be implemented as an outer-join such that B records can be generated for staff with students.

File Format	ID	Name	Criteria
STAF DE AS	14.03	Institution ID	Use the CDS Code from STAF for reporting B records with staff assignments
ENRA SE NULL	05.03.03	School Of Enrollment ID Number	Use CDS Code from ENRA SE for reporting B records with students only.
STAF DE GN	12.01	Locally Assigned Staff ID	Null if no teacher exists for the class.
INST MS SC	15.07	Class Period	Null if no enrollment exists for assignment
INST MS SC	08.05.03	CBEDS Subject Area Assignment Code	Use Assignment code from COUR for reporting B records with students

Link the records together using the following fields

File Format	ID	Name	Criteria
STAF DE AS INST MS SC	14.03 08.03 12.01	Institution ID Institution ID Number Locally Assigned Staff ID	Use only the first 7 digits of the Institution ID (county-district) to perform the join, but use the entire Locally Assigned Staff ID. This join associates Teachers with Classes as defined in the INST MS SC.
COUR AC TA ENRA SE NULL	08.03 05.03.03 08.02 08.03	Institution ID Number School Of Enrollment ID Number Institution ID Type Institution ID Number	Use the first 14 digits of the Institution ID (county-district-school) plus the intersection of School of Enrollment ID Number from the ENRA SE NULL for the Institution ID of the PAIF being generated.
INST MS SC COUR AC TA	14.03 08.05.02 15.03	Institution ID Course Section Class Number Course Section Number	Using the complete 14 digit CDS code of the Institution for which the PAIF is being generated plus the Course Section Class number from the COUR AC TA record to match the Institution ID and Course Section Number in the INST MS SC record. Only one INST MS SC record should exist for a given Course Section Number, with the exception of team teaching and shared assignments.
COUR AC TA DEMO GN NULL	01.02	CSIS Student ID	

Select only those records that meet the following criteria

ENRA SE	05.03.03	School of Enrollment ID number	Use only those records that match the Institution ID of the PAIF being generated.
STAF DE AS	14.03	Institution ID	Use only those records that match the Institution ID of the PAIF being generated.
COUR AC TA	08.03	Institution ID	Use only those records that match the Institution ID of the PAIF being generated.
COUR AC TA	08.05.11	Date Student first enrolled in course	On or before "CBEDS Information Day" (or null if teacher w/no students)
COUR AC TA	08.05.12	Date Student Last enrolled in course	On or after "CBEDS Information Day" or blank (or null if teacher w/no students)
COUR AC TA	08.05.17	Course Type	Not equal to 30 or 33
STAF DE GN	13.13	Staff Hire Date	On or before CBEDS Information Day (or null if students w/no teacher)
STAF DE GN	13.13	Staff Exit Date	On or after CBEDS Information Day or blank (or null if students w/no teacher)
STAF DE AS	13.03	Job Classification	= 10,11, 12, 25, 40, 41, 50, 51 or 56 (or null if students w/no teacher)

Field Definitions

Record Identifiers

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
None	None	None	None
Action	See additional Criteria		
Section Selection Criteria	None		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
				B.1 SOURCE	Submission Source	WRITE "PAIF"
				B.2 YEAR	Year of Submission	WRITE *Year of Submission*
				B.3 REC_TYPE	Record Type	WRITE "B"

District Assigned ID Number

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	12.01	Locally Assigned Staff ID	None
Action	EXTRACT 12.01 Locally Assigned Staff ID		
Section Selection Criteria	PAIF-SelectEnrollDetail		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
4				B.4 DID	District Assigned I.D. Number	None

County-District-school code

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
ENRA SE NULL	14.03	Institution ID	None
ENRA SE NULL	05.03.03	School Of Enrollment ID Number	Use *ENRA SE NULL 05.03.030 School Of Enrollment ID Number* for reporting B records with students.
Action	See additional criteria		
Section Selection Criteria	PAIF-SelectEnrollDetail		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				B.5 CD_CODE	County and District Code	EXTRACT Digits 1 through 7
1				B.6 SCH_CODE	School Code	EXTRACT digits 8 through 14

Last Name

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	12.04	Staff Name - Surname	None
Action	EXTRACT 12.04 Staff Name – Surname		
Section Selection Criteria	PAIF-SelectEnrollDetail		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				B.7 LAST_NAME	Last Name	None

First Name

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	12.02	Staff Name – First	None
Action	EXTRACT 12.02 Staff Name – First		
Section Selection Criteria	PAIF-SelectEnrollDetail		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				B.8 FIRST_NAME	First Name	None

Middle Initial

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	12.03	Staff Name – Middle	None
Action	EXTRACT 12.03 Staff Name – Middle		
Section Selection Criteria	PAIF-SelectEnrollDetail		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				B.9 M_I	Middle Initial	None

Assignment Code

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE AS	13.09.01	Staff Assignment	Use *STAF DE AS 13.09.01 Staff Assignment* for reporting B records with staff assignments.
COUR AC TA	08.05.03	CBEDS Assignment Code	Use *COUR AC TA 08.05.03 CBEDS Assignment Code* for reporting B records with students.
Action	EXTRACT 08.05.03 CBEDS Assignment Code of 13.09.01 Staff Assignment		
Section Selection Criteria	PAIF-SelectEnrollDetail		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				B.10 ASN_CODE	Assignment Code	None

Class Period

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
INST MS SC	15.07	Class Period	None
Action	EXTRACT 15.07 Class Period		
Section Selection Criteria	PAIF-SelectEnrollDetail		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				B.11 CLASS_PERIOD	Class Period	None

Multiple Teacher Status

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
INST MS SC	15.12	Multiple Teacher Status	None
Action	EXTRACT 15.12 Multiple Teacher Status		
Section Selection Criteria	PAIF-SelectEnrollDetail		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				B.12 MULT_TEACH_STAT	Multiple Teachers in Class	None

Enrollment in Class

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
DEMO GN NULL	02.01	Student Gender	See Additional Criteria
Action	COUNT (Note: If 15.12 Multiple Teacher Status = '01' THEN these counts of enrollment by CBEDS Assignment code and class period are DIVIDED by the number of teachers in the class period and rounded to the nearest whole integer. Example 1 - 100 male students in a class period with 3 teachers - 100/3 = 33.3 which is rounded to 33 male students for each of the 3 teacher record on the PAIF-B records. Example 2 - 51 female students in a class period with 2 teachers - 51/2 = 25.5 which is rounded to 26 female students for each of the 2 teacher PAIF-B records)		
Section Selection Criteria	PAIF-SelectEnrollDetail		

CDE Data Element(s) Populated

Source Form						
Pg	Sec	Row	Col	Item # and Mnemonic	Name	Additional Criteria
1				B.13 MALE_ENROLL	Male Enrollment	IF 02.01 Student Gender = "M"
				B.14 FEMALE_ENROLL	Female Enrollment	IF 02.01 Student Gender = "F"

Grade Level

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
ENRA SE NULL	05.04	Grade Level	See Additional Criteria
Action	WRITE one of "A, B, C, D, E, F, G, H, I, J, K, L" using "Additional Criteria"		
Section Selection Criteria	PAIF-SelectEnrollDetail		

CDE Data Element(s) Populated

Source Form				Item # and		
Pg	Sec	Row	Col	Mnemonic	Name	Additional Criteria
1				B.15 GRADE_LEVEL	Grade Level	See below

Additional Criteria (continued)
SORT by *ENRA SE NULL 05.04 Grade Level*,   THEN GRADE_LEVEL = one of the following:
IF *05.04 Grade Level* = 'KN' for all student records associated with this class, THEN WRITE 'A'   IF *05.04 Grade Level* = '01' for all student records associated with this class, THEN WRITE 'A'   IF *05.04 Grade Level* = '02' for all student records associated with this class, THEN WRITE 'A'   IF *05.04 Grade Level* = '03' for all student records associated with this class, THEN WRITE 'A'
IF *05.04 Grade Level* is not the same for all student records associated with this class, 　　AND all 05.04 Grade Level codes = 'KN' or '01' or '02' or '03', 　　THEN WRITE 'A'
IF *05.04 Grade Level* = '04' for all student records associated with this class, THEN WRITE 'B'   IF *05.04 Grade Level* = '05' for all student records associated with this class, THEN WRITE 'C'   IF *05.04 Grade Level* = '06' for all student records associated with this class, THEN WRITE 'D'   IF *05.04 Grade Level* = '07' for all student records associated with this class, THEN WRITE 'E'   IF *05.04 Grade Level* = '08' for all student records associated with this class, THEN WRITE 'F'   IF *05.04 Grade Level* = '09' for all student records associated with this class, THEN WRITE 'G'   IF *05.04 Grade Level* = '10' for all student records associated with this class, THEN WRITE 'H'   IF *05.04 Grade Level* = '11' for all student records associated with this class, THEN WRITE 'I'   IF *05.04 Grade Level* = '12' for all student records associated with this class, THEN WRITE 'J'
IF 05.04 Grade Level is not the same for all student records associated with this class, 　　AND there are only two different codes used among the records, 　　AND at least one of the *05.04 Grade Level* codes # 'KN' or '01' or '02' or '03', 　　AND one grade level count > 50% of the total count, 　　use the majority *05.04 Grade Level* code and the parameters above to determine the correct value to WRITE
IF *05.04 Grade Level* is not the same for all student records associated with this class, 　　AND there are only two different codes used among the records, 　　AND at least one of the *05.04 Grade Level* codes # 'KN' or '01' or '02' or '03', 　　AND one grade level count is NOT > 50% of the total count, 　　use the higher *05.04 Grade Level* code and the parameters above to determine the correct value to WRITE
IF *05.04 Grade Level* is not the same for all student records associated with this class, 　　AND there are three or more different codes used among the records,

Additional Criteria (continued)
AND at least one of the *05.04 Grade Level* codes # 'KN' or '01' or '02' or '03', AND one grade level count > 50% of the total count, use the majority *05.04 Grade Level* code and the parameters above to determine the correct value to WRITE

IF *05.04 Grade Level* is not the same for all student records associated with this class,
    AND there are three or more different codes used among the records,
    AND at least one of the *05.04 Grade Level* codes # 'KN' or '01' or '02' or '03',
    AND no grade level count > 50% of the total count,
    AND at least one *05.04 Grade Level* code is within 'KN' - '08',
    (even IF one *05.04 Grade Level* code is within '09' – '12', as long as there are more *05.04 Grade Level* codes within 'KN' – '08'),
    THEN WRITE 'K'

IF *05.04 Grade Level* is not the same for all student records associated with this class,
    AND there are three or more different codes used among the records,
    AND at least one of the *05.04 Grade Level* codes # 'KN' or '01' or '02' or '03',
    AND no grade level count > 50% of the total count,
    AND at least one *05.04 Grade Level* code is within 'KN' - '08',
    (even IF at least one *05.04 Grade Level* code is within '09' – '12', as long as there are more *05.04 Grade Level* codes within '09' – '12'),
    THEN WRITE 'L'

IF *05.04 Grade Level* is not the same for all student records associated with this class,
    AND there are three or more different codes used among the records,
    AND at least one of the *05.04 Grade Level* codes # 'KN' or '01' or '02' or '03',
    AND no grade level count > 50% of the total count,
    AND at least one *05.04 Grade Level* code is within 'KN' - '08',
    AND at least one *05.04 Grade Level* code is within '09' – '12',
    AND there are the same number of records with *05.04 Grade Level* codes within 'KN' – '08' AND '09' – '12',
    THEN WRITE 'L'

UC/CSU Course

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
INST MS SC	15.08	UC/CSU Approved Course	None
Action		IF 15.08 UC/CSU Approved Course = A or B or C or D or E or F or G or GA or GB or GC or GD or GE or GF or GO, THEN WRITE 'Y', ELSE WRITE "N"	
Section Selection Criteria		PAIF-SelectEnrollDetail	

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				B.16 UC_CSU_REQ	Course Meets UC/CSU Requirements	

Local Course Number

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
COUR AC TA	08.05.01	Locally Assigned Course Number	None
Action	EXTRACT 08.05.01 Locally Assigned Course Number		
Section Selection Criteria	PAIF-SelectEnrollDetail		

CDE Data Element(s) Populated

Source Form						
Pg	Sec	Row	Col	Item # and Mnemonic	Name	Additional Criteria
				B.17 LOC_CRSE_NUM	Local Course Number	None

NCLB Core Course

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
INST MS SC	15.13	NCLB Core Course	None
Action	EXTRACT 15.13 MC:B Core Course		
Section Selection Criteria	PAIF-SelectEnrollDetail		

CDE Data Element(s) Populated

Source Form						
Pg	Sec	Row	Col	Item # and Mnemonic	Name	Additional Criteria
				B.18 NCLB_CORE	NCLB Core Course	None

NCLB Highly Qualified Teacher

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
INST MS SC	13.22	Highly Qualified Teacher	None
Action	EXTRACT 13.22 Highly Qualified Teacher		
Section Selection Criteria	PAIF-SelectEnrollDetail		

CDE Data Element(s) Populated

Source Form						
Pg	Sec	Row	Col	Item # and Mnemonic	Name	Additional Criteria
				B.19 NCLB_HQT	NCLB Highly Qualified Teacher	None

Student Assignment Code

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
INST MS SC	08.05.03	CBEDS Subject Area Assignment Code	None
Action	EXTRACT 08.05.03 CBEDS Subject Area Assignment Code		
Section Selection Criteria	PAIF-SelectEnrollDetail		

CDE Data Element(s) Populated

Source Form						
Pg	Sec	Row	Col	Item # and Mnemonic	Name	Additional Criteria
				B.20 STU_ASN_CODE	Student Assignment Code	None

5.   CBEDS - Professional Assignment Information – Staff Assign Detail

Description

Physical File Name: PAIF C -Staff Assign Detail

Description: This section of the PAIF (pages 2 and 3) collects certificated staff assignment and FTE.

Related Hard Copy Form:
        Form name: Professional Assignment Information Form (Scantron – pages 2 and 3)
        Form date: October 2004

Section Selection Criteria

In general these records contain information about teaching, administrative and pupil services assignments. These records will contain the district code, school code, assignment, and FTE.

Section Select Criteria: PAIF-SelectStaffDetail

This section defines those elements that are used to describe a unique set of attributes for each PAIF-C record to be generated. Each element is defined as to its source (what CSIS record format it comes from) and how it is used. Some elements are used to define uniqueness while others are used to join together the records in which they are found.

Unique Elements List: Generate one PAIF-C record for each unique set of these elements. As described above (2 types of records.

File Format	ID	Name	Criteria
STAF DE AS	14.03	Institution ID	Use the CDS Code from STAF DE AS for creating C records.
STAF DE AS	13.09.01	Staff Assignment	Use Assignment Code from STAF DE AS for creating C records.
STAF DE GN	12.01	Locally Assigned Staff ID	

Link the records together using the following fields

File Format	ID	Name	Criteria
STAF DE AS	12.01	Locally Assigned Staff ID	Use only the first 14 digits of the Institution ID (county-district-school) to perform the join, but use the entire
STAF DE GN	14.03	Institution ID	Locally Assigned Staff ID.

Select only those records that meet the following criteria

File Format	ID	Name	Criteria
STAF DE AS	14.03	Institution ID	Use only those records that match the Institution ID of the PAIF being generated.
STAF DE GN	13.13	Staff Hire Date	On or before CBEDS Information Day (or null if students w/no teacher)
STAF DE GN	13.13	Staff Exit Date	On or after CBEDS Information Day or blank (or null if students w/no teacher)
STAF DE AS	13.03	Job Classification	= 10,11, 12, 25, 40, 41, 50, 51 or 56

Field Definitions

Record Identifiers

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
None	None	None	None
Action	See additional Criteria		
Section Selection Criteria	None		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
				C.1 SOURCE	Submission Source	WRITE "PAIF"
				C.2 YEAR	Year of Submission	WRITE *Year of Submission*
				C.3 REC_TYPE	Record Type	WRITE "C"

District Assigned ID Number

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	12.01	Locally Assigned Staff ID	None
Action	EXTRACT 12.01 Locally Assigned Staff ID		
Section Selection Criteria	PAIF-SelectStaffDetail		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
4				C.4 DID	District Assigned I.D. Number	None

County-District-school code

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE AS	14.03	Institution ID	
Action	See additional criteria		
Section Selection Criteria	PAIF-SelectStaffDetail		

CDE Data Element(s) Populated

Source Form				Item # and		
Pg	Sec	Row	Col	Mnemonic	Name	Additional Criteria
1				C.5 CD_CODE	County and District Code	EXTRACT Digits 1 through 7
1				C.6 SCH_CODE	School Code	EXTRACT digits 8 through 14

Last Name

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	12.04	Staff Name - Surname	None
Action	EXTRACT 12.04 Staff Name - Surname		
Section Selection Criteria	PAIF-SelectStaffDetail		

CDE Data Element(s) Populated

Source Form				Item # and		
Pg	Sec	Row	Col	Mnemonic	Name	Additional Criteria
1				C.7 LAST_NAME	Last Name	None

First Name

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	12.02	Staff Name – First	None
Action	EXTRACT 12.02 Staff Name – First		
Section Selection Criteria	PAIF-SelectStaffDetail		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic		
Pg	Sec	Row	Col		Name	Additional Criteria
1				C.8 FIRST_NAME	First Name	None

Middle Initial

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE GN	12.03	Staff Name – Middle	None
Action	EXTRACT 12.03 Staff Name – Middle		
Section Selection Criteria	PAIF-SelectStaffDetail		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic		
Pg	Sec	Row	Col		Name	Additional Criteria
1				C.9 M_I	Middle Initial	None

Assignment Code

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE AS	13.09.01	Staff Assignment	
Action	EXTRACT 13.09.01 Staff Assignment		
Section Selection Criteria	PAIF-SelectStaffDetail		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic		
Pg	Sec	Row	Col		Name	Additional Criteria
1				C.10 ASN_CODE	Assignment Code	None

Percentage of Time per Assignment

CSIS Data Element(s) Used

File Format	ID	Name	Criteria
STAF DE AS	13.09.02	Percentage of Time per Assignment	None
Action	EXTRACT 13.09.02 Percentage of Time per Assignment		
Section Selection Criteria	PAIF-SelectStaffDetail		

CDE Data Element(s) Populated

Source Form				Item # and Mnemonic	Name	Additional Criteria
Pg	Sec	Row	Col			
1				C.11 ASN_PCT	FTE Percent in Assign.	None

6. Attachment A - PAIF Staff General Record Layout

Record Type A - One record for every Certificated Staff

Item	Field Name	Start	End	Length	Type	Decimals	Description/Comments	Valid Codes
1	SOURCE	1	4	4	C		Submission Source	« PAIF »
2	YEAR	5	6	2	C		Year of Submission	Last two digits of Year of collection
3	REC_TYPE	7	7	1	C		Record Type	« A »
4	CD_CODE	8	14	7	C		County-District Code	Valid County-District code
5	SCH_CODE	15	21	7	C		School Code	Valid school code
6	LAST_NAME	22	71	50	C		Last Name	
7	FIRST_NAME	72	91	20	C		First Name	
8	M_I	92	92	1	C		Middle Initial	
9	GENDER	93	93	1	C		Gender	M=Male; F=Female
10	BIRTH_YEAR	94	95	2	N		Birth Year	
11	ED_LEVEL	96	96	1	C		Education Level:	1=Doctorate; 2=Master's degree+30 semester hours; 3=Master's degree; 4=Bachelor's degree+30 semester hours; 5=Bachelor's degree; 6=Less than Bachelor's degree
12	YRS_TEACH	97	98	2	N		Years Teaching	
13	YRS_DIST	99	100	2	N		Years Teaching in District	
14	IND	101	101	1	C		American Indian or Alaska Native	Y,N
15	CHIN	102	102	1	C		Asian – Chinese	Y,N

Item	Field Name	Start	End	Length	Type	Decimals	Description/Comments	Valid Codes
16	JAPN	103	103	1	C		Asian – Japanese	Y,N
17	KOR	104	104	1	C		Asian – Korean	Y,N
18	VIET	105	105	1	C		Asian – Vietnamese	Y,N
19	ASIAIND	106	106	1	C		Asian – Asian Indian	Y,N
20	LAO	107	107	1	C		Asian – Laotian	Y,N
21	CAM	108	108	1	C		Asian – Cambodian	Y,N
22	OTHASN	109	109	1	C		Asian – Other	Y,N
23	HAW	110	110	1	C		Pacific Islander – Hawaiian	Y,N
24	GUA	111	111	1	C		Pacific Islander - Guamanian	Y,N
25	SAM	112	112	1	C		Pacific Islander – Samoan	Y,N
26	OTHPAC	113	113	1	C		Pacific Islander - Other	Y,N
27	FIL	114	114	1	C		Filipino	Y,N
28	HISP	115	115	1	C		Hispanic	Y,N
29	BLK	116	116	1	C		African American - not Hispanic	Y,N
30	WHT	117	117	1	C		White not Hispanic	Y,N
31	OVER_100	118	118	1	C		NOT POPULATED	BLANK
32	STATUS	119	119	1	C		Status	T=Tenured; P=Probationary; L=Long-term Substitute or Temporary; O=Other
33	F_P_TIME	120	120	1	C		NOT POPULATED	BLANK
34	PER_TIME	121	122	2	C		NOT POPULATED	BLANK
35	FULL_CRED	123	123	1	C		Full Credential	Y,N,Blank
36	UNIV_INT	124	124	1	C		University Intern	Y,N,Blank

Item	Field Name	Start	End	Length	Type	Decimals	Description/Comments	Valid Codes
37	DIST_INT	125	125	1	C		District Intern	Y,N,Blank
38	PRE_INT	126	126	1	C		Pre Intern	Y,N,Blank
39	EMERGENCY	127	127	1	C		Emergency	Y,N,Blank
40	WAIVER	128	128	1	C		Waiver of Credential	Y,N,Blank
41	ELEM	129	129	1	C		Elementary/Self-contained Classroom	Y,N,Blank
42	SEC	130	130	1	C		Secondary/Subject-specific Classroom	Y,N,Blank
43	GEN_SEC	131	131	1	C		General Secondary	Y,N,Blank
44	AGRI	132	132	1	C		Agriculture	Y,N,Blank
45	ART	133	133	1	C		Art	Y,N,Blank
46	BUSINESS	134	134	1	C		Business	Y,N,Blank
47	ENGLISH	135	135	1	C		English	Y,N,Blank
48	FOR_LANG	136	136	1	C		Foreign Language	Y,N,Blank
49	HEALTH	137	137	1	C		Health Science	Y,N,Blank
50	HOME_ECON	138	138	1	C		Home Economics	Y,N,Blank
51	IND_TECH	139	139	1	C		Industrial and Technology	Y,N,Blank
52	LIFE_SCI	140	140	1	C		Life Science	Y,N,Blank
53	MATH	141	141	1	C		Mathematics	Y,N,Blank
54	MUSIC	142	142	1	C		Music	Y,N,Blank
55	PHYS_ED	143	143	1	C		Physical Education	Y,N,Blank
56	PHYS_SCI	144	144	1	C		Physical Science	Y,N,Blank
57	SOC_SCI	145	145	1	C		Social Science	Y,N,Blank
58	VOC	146	146	1	C		Vocational	Y,N,Blank
59	SPEC_ED	147	147	1	C		Special Education Specialist	Y,N,Blank

Item	Field Name	Start	End	Length	Type	Decimals	Description/Comments	Valid Codes
60	READING	148	148	1	C		Reading Specialist	Y,N,Blank
61	BCC	149	149	1	C		Bilingual Education (BCC or BCLAD)	Y,N,Blank
62	ELD	150	150	1	C		English Language Development (CLAD, LDS, or ESL)	Y,N,Blank
63	SDAIE	151	151	1	C		Specially Designed Academic Instruction in English (SDAIE)	Y,N,Blank
64	ADULT	152	152	1	C		Adult Education	Y,N,Blank
65	SPEC_SUBJ	153	153	1	C		Special Designated Subject	Y,N,Blank
66	DID	154	163	10	C		District Assigned I. D. Number	
67	PROCESS_METHOD	164	164	1	C		Process Method	"C"
68	CRED_LAST_NAME	165	214	50	C		Last name under which credential was received if different from current name	
69	CRED_FIRST_NAME	215	234	20	C		First name under which credential was received if different from current name	
70	CRED_MI	235	235	1	C		Middle name under which credential was received if different from current name	
71	CRED_DOC_NUM	236	247	12	C		California Commission on Teacher Credentialing - Credential number	
	Record Length			247				

7.   Attachment B - PAIF B Enrollment Detail Record Layout

Record type B - One record for every certificated staff, school, class period, and assignment (that require enrollment) combination.   There must be a PAIF A record that matches on CD_Code and Local Staff ID and there also must be a PAIF C record that matches on CDS, local staff ID, and staff assignment.

Item	Field Name	Start	End	Width	Type	Decimals	Description	Valid Codes
1	SOURCE	1	4	4	C		Submission Source	« PAIF »
2	YEAR	5	6	2	C		Submission Year	Year of collection
3	REC_TYPE	7	7	1	C		Record Type	« B »
4	DID	8	17	10	C		District Assigned I. D. number	
5	CD_CODE	18	24	7	C		County/district code number	Valid county and district code
6	SCH_CODE	25	31	7	C		School code number	Valid school code
7	LAST_NAME	32	81	50	C		Last name	
8	FIRST_NAME	82	101	20	C		First name	
9	M_I	102	102	1	C		Middle Initial	
10	ASN_CODE	103	106	4	C		Assignment code	Valid CBEDS Assignment code
11	CLASS_PERIOD	107	116	10	C		Class period	
12	MULT_TEACH_STAT	117	118	2	C		Multiple teachers in class	
13	MALE_ENROLL	119	121	3	N		Male enrollment	
14	FEMALE_ENROLL	122	124	3	N		Female Enrollment	

Item	Field Name	Start	End	Width	Type	Decimals	Description	Valid Codes
15	GD_LEV	125	125	1	C		Grade level	A = any of K-3 B = 4 C = 5 D = 6 E = 7 F = 8 G = 9 H = 10 I = 11 I2 J = 12 K = Multiple grades, no majority (K-8) L = Multiple Grades, no majority (9-12) Blank = Not applicable
16	UC_CSU_REQ	126	126	1	C		Course meets UC/CSU requirements	Y, N, or Blank
17	LOC_CRSE_NUM	127	136	10	C		Local Course Number	
18	NCLB_CORE	137	137	1	C		Is this class (period and day and subject) considered an NCLB Core course?	Y or N
19	NCLB_HQT	138	138	1	C		Is this class (classroom and period and day and subject) being taught by a NCLB "Highly Qualified Teachers"? Only required for classes identified as NCLB Core.	Y=Yes the teacher is highly qualified H=Yes the teacher is considered highly qualified through HOUSSE N=No the teacher is not highly qualified
20	STU_ASN_CODE	139	142	4	C		Student assignment code from INST MS SC record.	Valid CBEDS assignment code
	Record Length			142				

8.   Attachment C – PAIF C Staff Assign Detail Record Layout

Record type C - One record for every certificated staff, school, and CBEDS Assignment code
Must have a matching PAIF-A Staff record that matches on CD_CODE, and local staff ID.If the assignment code REQUIRES enrollment (From assignment lookup table), there must be a matching PAIF-B record which matches on CD_CODE, SCH_CODE, DID, and ASN_CODE.

Item	Field Name	Start	End	Width	Type	Decimals	Description/Comments	Valid Codes
1	SOURCE	1	4	4	C		Submission Source	« PAIF »
2	YEAR	5	6	2	C		Submission Year	Last two digits of year of collection
3	REC_TYPE	7	7	1	C		Record Type	«C »
4	DID	8	17	10	C		District Assigned I. D. number	
5	CD_CODE	18	24	7	C		County/district code number	
6	SCH_CODE	25	31	7	C		School code number	
7	LAST_NAME	32	81	50	C		Last name	
8	FIRST_NAME	82	101	20	C		First name	
9	M_I	102	102	1	C		Middle Initial	
10	ASN_CODE	103	106	4	C		Assignment code	
11	FTE	107	112	6	N	2	FTE spent in CBEDS assignment code. Implied decimal point in 100ths (I.e. 50.75 FTE would be represented as 5075)	Implied decimal point not included (.)
	Record Length			112				